



HOW TO...

Get a bespoke email address

A memorable email address is useful for personal and business communication. Lynley Oram shows you how to set one up with an internet hosting company

The ideal email address is snappy and easy to spell. This is especially important if you need it to impress, perhaps for business reasons. Having more than one email address for different purposes can also be handy. But what do you do if you're lumbered with a cumbersome joeblogs@mycompanyslongbusinessname.co.uk type of address? A bespoke email address could be the answer. The cheapest way to do this is to get a domain name and have the hosting company forward emails to your normal account.

Here we've used a company called 1&1. However, there are many other reputable firms that offer a similar service, such as Easily.co.uk and UKReg.com. The service used here gives you an email address at your chosen domain name for a total of £4.68 for two years. That is £1.99 per year (minimum two years) plus VAT.

1 Go to www.1and1.co.uk. Click the red Domains button, which is under the Domains panel in the top centre of the page. Make sure you read the page, as it will explain the various options available. You can check to see if your desired domain name is still available, but this also happens during the registration process. Scroll down the page until you can see the bottom of the Domains box. Click on the Sign Up link under the £1.99 per year box.

2 The next page repeats the features of this package. If it isn't what you wanted, click on the link to select a different package. Otherwise, click Continue. You'll be asked to enter your domain name. You don't have to choose the suffix – the .com or .co.uk part – just yet. These are also called TLDs, or top-level domains. If you type your preferred name, the site will let you know which of these are still available. A tick next to a domain means that it has been selected, so before you click Continue on the next screen, make sure you clear the tickboxes for all those you don't want. If you change your mind about the name, hit the Back button on your browser and try entering something else.

3 Continue to follow the onscreen instructions. You'll be given ample opportunity to check exactly what you'll be buying. Make sure you read the instructions carefully in case you forgot to de-select an option in Step 2. About half an hour after you've completed the process, an email will arrive containing your login details. Click on the link in the email (to www.admin.1and1.co.uk) to log in to your Control Panel. Keep in mind that your password is case-sensitive.

4 On the Administration tab in the Control Panel, click the E-mail icon. In the next screen, click on the link titled Create an email address. Give your email address a name. Click on the down-pointing arrow next to the domain name part of the email address to access any other domains you may have bought. When an email is sent to this address, it will go to the address you specify in the next section of this page. Under No.1 enter the email address to which you'd like messages to be forwarded. Click Save.

5 It takes about five minutes for your email settings to be set up. In the meantime, click on the Go To Overview button. Here you'll see a panel showing your email addresses. To make adjustments to an email account, click in the left-hand box to tick it, then on the Settings button on the toolbar above the panel.

6 To change the name of your account, click the Edit button. Clicking on the Edit button next to Incoming E-mail Delivery Points will allow you to alter the address to which mail is forwarded. There is only one feature in the Options section, and that is Auto-responder. However, it won't work with this package.

EXPERT TIP
To create a new email forwarding address at a later stage, go to the E-mail Control Panel and click the New button.

The collage consists of six numbered screenshots:

- 1**: A screenshot of the 1&1 website's 'More information' section, showing a price of £1.99 per year and a 'sign up' button.
- 2**: A 'Domain Check Result' page showing a list of domain options with checkboxes. 'lynleyweb.co.uk' is checked.
- 3**: A 'Login' page with fields for 'Account number or domain name' (8456631) and 'Password' (masked with dots), and a 'Login' button.
- 4**: An 'E-mail Address' configuration page. It shows an 'E-mail address' field with 'shopper@lynleyweb.co.uk' and a 'Mailbox or forward' section with a 'Forward' button.
- 5**: A screenshot of the 'E-mail Address' configuration page showing a table of email addresses. The first row is 'shopper@lynleyweb.co.uk' with a checked checkbox and a 'Settings' button.
- 6**: An 'E-mail Address' configuration page showing the 'Incoming E-mail Delivery Points' section with an 'Edit' button.